

Administrative Support for Hawaii and the Pacific Basin Area

USDA-NRCS

Prince Kuhio Federal Building
300 Ala Moana Boulevard, Room 8-118 and 8-120
Honolulu Hawaii

Telephone: 808.541.2600 + extension
FAX: 808.541.2613
Hours: 7:30 am – 4:00 pm
Time Zone: Hawaii Standard Time

Mailing Address: PO Box 50004
Honolulu, Hawaii 96850-0050

Contact	Title	Extension	Voicecom
Robin Kelley	State Admin Officer	114	9042-114
Helen Thomas	Personnel Officer	150	9042-150
Jacqueline Yeager	Personnel Specialist	118	9042-118
Keith Harada	Contract Specialist	116	9042-116
Gary Shimizu	Purchasing Agent	115	9042-115
Kathy Richard	Budget Officer	151	9042-151
Mani Benedict	Accounting Technician	117	9042-117
Task		Responsible Person <i>Note: If there are two or more names, then the first person listed is the first point of contact.</i>	
Accounting		Kathy/Mani	
Agreements		Flora/Keith	
Allowances		Kathy	
Appropriation Law		Kathy/Robin	
Award Processing		Flora/Jackie	
Awards Policy		Helen	
Billings and Collections		Mani/Kathy	
Budget Information		Kathy	
Conduct		Helen/Robin	
Contracts		Keith	
Corrected Timesheets		Mani	
Discipline		Helen/Robin	
Employee relations		Helen/Robin	
Equal Employment Opportunity		Robin	
Ethics		Helen	
Freedom of Information Act (FOIA) Requests		Robin	
Family Medical Leave Act		Helen/Jackie	
Family Friendly Leave Act		Helen/Jackie	
Fair Labor Standards Act (FLSA) overtime		Helen/Kathy	

Fiscal Policy	Kathy/Robin
Grievance System	Helen
Health/life Insurance	Jackie
ICAMS Password Reset	Jackie
Lease Authority	Keith
Leave Donor Program	Jackie
Leave/Hours of Duty (includes Home Leave)	Helen/Jackie
Merit Promotion	Helen/Jackie
Obligations	Kathy/Mani
OWCP – Injuries and Workers Compensation	Jackie
Payments	Mani/Kathy
Performance standards/evaluations	Helen/Jackie
Personnel action processing	Flora/Jackie
Position Classification	Helen/Jackie
Position Descriptions	Helen/Jackie
Purchase Card Management (PCMS Credit Card)	Flora/Keith
Purchase orders	Flora/Gary
Property Reconciliation and disposal	Flora/Gary
Retirement	Helen/Jackie
Savings Bonds	Jackie
Space	Flora/Keith
Student Employment programs (SCEP and STEP)	Helen/Jackie
Subpoenas	Robin
Small purchases/supplies	Flora/Gary
Technical Service Provider (TSP) Contracts	Keith
Thrift Savings Plan	Jackie
Timekeeping	Flora/Mani/Kathy
Tour renewal travel	Kathy/Mani
Travel Authorizations	Flora/Kathy/Mani/Jessica/Anton
Travel Voucher questions	Mani/Kathy/Jessica/Anton
Travel Credit Card	Flora/Mani/Kathy
Vacancy Announcements	Jackie
VoiceCom	Keith
Vehicle Management	Flora/Keith
o WebTCAS Functionality	Mani/Kathy
o WebTCAS Password Reset – contact: www.itc.nrcs.usda.gov	
o WebTCAS – What or how to charge – contact program manager.	
o The following can be done through the employee express/NFC home page:	
i. Address Changes	
ii. Savings Bonds	
iii. Tax Changes	